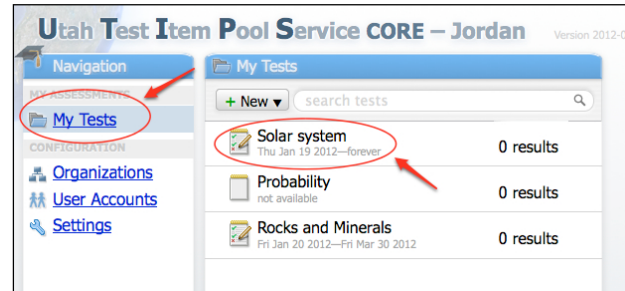


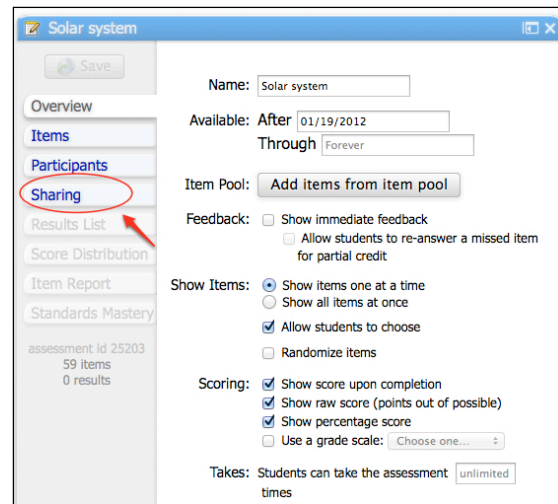
## HOW TO SHARE ASSESSMENTS WITH OTHER EDUCATORS

**UTIPS** Core makes it easy to give other educators copies of tests you create.

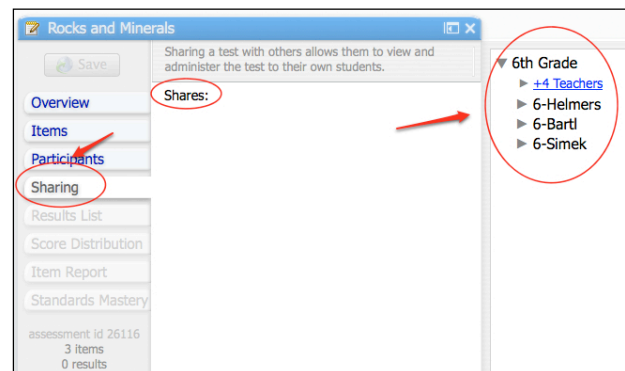
- Select **My Assessment**
- Your list of tests will be visible
- Select the assessment you want to share.



- The **Manage Test** pane appears to the right
- Select **Sharing**



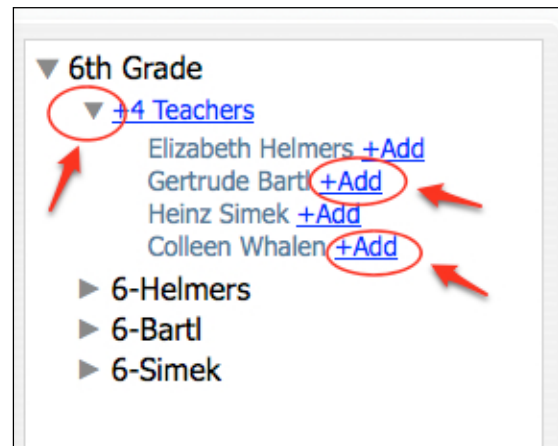
The Sharing pane will open to the right. On the far right will be a list of teachers in your grade level.



Select the teachers with whom you wish to share your assessment by selecting **+Add** (teachers name).

To select all teachers in the list, select **+Add** all teachers in that grade

In this example, the teacher chose to share the assessment with two teachers, Bartl and Whalen.



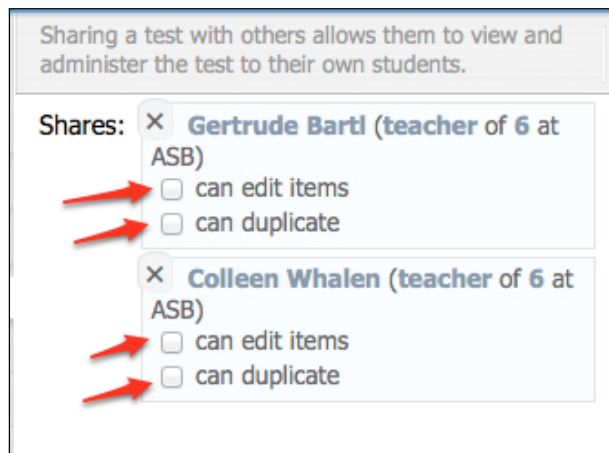
## HOW TO SHARE ASSESSMENTS WITH OTHER EDUCATORS

Sharing a test with others allows them to view and administer the test to their own students.

If you wish to allow other teachers to edit items and or duplicate items, click on the box to the left of the corresponding options.

☒ can edit items

☒ can duplicate



When finished, click **Save**.

